

**UNITED STATES DEPARTMENT OF AGRICULTURE**

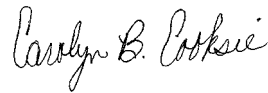
Farm Service Agency  
Washington, DC 20250

**Notice AO-1254**

**For:** State Offices

**State Executive Directors' (SED's) National Conference**

**Approved by:** Acting Administrator



**1 Overview**

**A**

**Background**

The SED's National Conference:

- will be held on November 14 through November 16, 2001
- will begin at 8:30 a.m. on Wednesday, November 14 and end at 12:00 noon on Friday, November 16
- will be held at the Monarch Hotel, 2401 M Street, NW., Washington, DC 20037
- is being held to discuss:
  - agricultural and other agency and departmental policies
  - farm program and farm loan program goals and objectives
  - priorities and policies of the Administration.

**B**

**Purpose**

This notice invites SED's to the National Conference.

**Disposal Date**

January 1, 2002

10-26-01

**Distribution**

State Offices

## Notice AO-1254

### 2 Conference Activities

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#### A

#### Activities

All sessions will have a guest or in-house speaker. This table lists activities that are in addition to the general sessions each day.

**Note:** There will be no admittance to any paid activity without a ticket.

Date	Time	Activity
November 14	7:00 to 8:30 a.m.	Registration
	8:30 a.m.	Conference convenes
	12:00 to 1:30 p.m.	Luncheon
	5:00 p.m.	Conference adjourns
	6:00 to 8:00 p.m.	Reception
November 15	7:00 to 8:30 a.m.	Registration
	8:30 a.m.	Conference convenes
	5:00 p.m.	Conference adjourns
November 16	7:00 to 8:30 a.m.	Registration
	8:30 a.m.	Conference convenes
	12:00 (noon)	Conference adjourns

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### 3 Hotel and Travel Authorization Information

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#### A Hotel Information

Reservations must be made with the Monarch Hotel by calling 202-429-2400 directly by October 30, 2001. Participants need to specify that they are with the USDA/FSA National Conference to get the government per diem rate of \$119 plus tax.

Reservations can be guaranteed by using credit cards or by sending a check to the hotel in the amount of 1 night's tax inclusive room charge by October 30, 2001.

Persons with disabilities who require accommodations to attend or participate in this conference should notify the airlines and the hotel directly.

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#### B Travel Authorization

Travel is authorized for expenses not to exceed \$165 a day for attendance at this conference (\$119 lodging plus \$46 M&IE).

Rental cars are not authorized.

Travel for State participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

Make airline reservations as soon as possible for arrival to Washington, DC on **Tuesday, November 13, 2001**. Reagan National Airport is the closest airport to the hotel.

Participants shall not schedule return flights before 1 p.m. on Friday, November 16, 2001, if they are using Reagan National Airport.

**Note: Flights may not be available for Reagan National Airport.** In these cases, Dulles International Airport (IAD) and Baltimore-Washington International Airport (BWI) may be used. Participants can take the Supershuttle from BWI and IAD to the hotel. The shuttle rates range from \$26 to \$32 each way per person. Rates may be slightly lower from Reagan National Airport and IAD.

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#### C Contact

Contact Janet Foster, MSD, Resource Coordination Staff (RCS) at 202-720-0203 about the following:

- payments
  - cancellations
  - tickets
  - other accommodations.
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## Notice AO-1254

### 4 Conference Action

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#### A

#### State Office Action

All conference attendees shall register according to this table.

Step	Action
1	<p>Each SED, Office Director, and any USDA employee who will be attending any portion of the conference activities must complete the SED National Conference Registration form (Exhibit 1).</p> <p><b>Note:</b> The form is available from the FFAS Employee Forms Online Website at <a href="http://intranet.fsa.usda.gov">http://intranet.fsa.usda.gov</a>. The form title keyword is "SED National Conference Registration".</p> <p>Information for spouses and/or guests who will be attending any or all conference activities must be provided in Part B of the form.</p> <p><b>Note:</b> The Social Security number and birth date for each individual who will be attending any portion of the conference activities are required.</p>
2	<p>Checks can be made out to the 2001 FSA National Conference in the amount of \$75 for each individual attending all conference activities. Payment for the planned activities can be made at registration on Wednesday, November 14, 2001.</p> <p><b>Note:</b> If not attending all conference activities, pay the itemized total computed in Part C of the form.</p>
3	<p>Participants can mail the check and form by November 8, 2001, to:</p> <p>USDA, FSA, MSD, RCS Room 510, Portals Bldg. Stop Code 0564 1400 Independence Avenue, SW. Washington, DC 20250-0564.</p>

#### B

#### MSD Action

MSD shall:

- maintain a record of all attendees, their payments, and activities
- issue function tickets. Tickets will be provided to SED's, Office Directors, and USDA employees at registration on Wednesday, November 14, 2001.

## SED National Conference Registration Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.

U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency						
SED NATIONAL CONFERENCE REGISTRATION						
<b>PART A - REGISTRATION INFORMATION</b>						
1. SOCIAL SECURITY NO.		2. PREFERRED PREFIX (Check) <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. <input type="checkbox"/> DR. <input type="checkbox"/> OTHER (Specify): _____				
3. DATE OF BIRTH		4. FIRST NAME (No initials or nicknames)		5. LAST NAME		
				6. SUFFIX (Jr., Sr., etc.)		
7. TITLE			8. NAME OF ORGANIZATION			
9. OFFICE ADDRESS		A. Street		B. City	C. State Abbr.   D. ZIP Code	
10. HOME PHONE NO. AREA CODE (   )			11. WORK PHONE NO. AREA CODE (   )			
12. INDICATE THE HOTEL IN WHICH YOU WILL BE STAYING DURING THE CONFERENCE					13. ARRIVAL	
12A. HOTEL NAME AND PHONE NO.		12B. HOTEL ADDRESS LOCATION		12C. OTHER (Specify):	14. DEPARTURE DATE	
<b>PART B - REGISTRANT'S/GUEST(S) INFORMATION</b>						
A. NAME OF GUEST(S)		B. SOCIAL SECURITY NO.		C. DATE OF BIRTH		
15.						
16.						
17.						
<b>PART C - FEE INFORMATION</b>						
(a) SESSION DESCRIPTION	(b) TICKET NO.(S) (MSD USE ONLY)	(c) NUMBER ATTENDING	(d) COST OF SESSION PER PERSON	(e) DATE AND TIME OF SESSION		(f) TOTAL FEE (Column (c) x (d))
18. Luncheon			\$ 40.00		12:00 noon	\$
19. Reception			\$ 35.00		6:00 pm to 8:00 pm	\$
20. Spouse/Guest Tour			\$			\$
21.			\$			\$
*22. TOTAL AMOUNT DUE →						\$
<b>*NOTE:</b> A check will be the only acceptable form of payment. Make checks payable to: SED National Conference. SUBMIT YOUR CHECK AND THIS COMPLETED FORM TO USDA, FSA, MSD, RCS, Room 510 Portals Building, Stop Code 0564, 1400 Independence Avenue, S.W., Washington, DC 20260-0564.						
23. REGISTRANT SIGN HERE →					DATE	
<b>PART D - FOR SED CONFERENCE COMMITTEE USE ONLY</b>						
24. CANCELLATION DATE			25. REFUND AMOUNT		26. PAID BY:	
			\$			
<b>PRIVACY ACT STATEMENT</b>						
The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The request for the social security number and date of birth of registrants and guest(s) is necessary in the event that a special White House tour or visit by the President or Vice President is arranged. This information is required for White House security. Failure to provide this information shall prevent you from participating in certain National Conference events.						